

May 2019

2019 GBIBC Updates

GB SUPPLEMENTS TO THE NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT (SIIBM)

Chapter 10—

- ◆ Added language to the Rental Cars section concerning the disposition of pool vehicle operator use logs at the end of the incident and reassignment requests and approvals for pool vehicles.
- ◆ Add language for transition to the NERV rental car program from the GB rental car program.

Chapter 20—

- ◆ Consolidated Land Use Agreement (LUAs) under the Land Use and Facility Rental Agreement direction.
- ◆ Removed Great Basin Contracting Officers for Equipment Solicitations

Chapter 30—

- ◆ Updated language to the Utility Vehicles (ATV/UTV) section that prohibits the rental of ATVs within the Great Basin
- ◆ Added language to the Utility Vehicles (ATV/UTV) section that prohibits DOI personnel from operating approved ATVs at the incident per their agency policies.
- ◆ Updated language in the Rental Vehicles section regarding use of the NERV agreement and reference to the GB SOP for the NERV agreement.
- ◆ Updated the GB Attachment to the OF-289.

Chapter 40—

- ◆ Added language regarding buying team transitions
- ◆ Updated buying team guide information
- ◆ Added information regarding finance section documentation expectations and incident agency closeout upon demobilization

Chapter 50—

- ◆ Updates information for the States of Idaho, Nevada, Utah, and Wyoming

Chapter 80—

- ◆ Updated information on the Great Basin utilization of e-ISuite



1. What term is used to describe the NWCG Standards for Interagency Incident Business Management?

See last page of newsletter for the answer.



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Operating Guidelines

GREAT BASIN OPERATING GUIDELINES

The entire Great Basin Operating Guidelines document was reviewed during the Committee's spring meeting.. Several sections were updated. The Committee would like you pay particular attention to the following sections:

- ⇒ List of Administrative Offices for Payment (page 5)
- ⇒ E-ISuite Transition (page 8)
- ⇒ Compensation for Injury Paperwork Disposition (pages 9-10)
- ⇒ Contractor Performance Evaluations (page 11)
- ⇒ Buying Team Performance Evaluations (page 12)
- ⇒ Justification for Supplemental Food and Drinks (page 12)
- ⇒ Restricted Items (page 14)
- ⇒ Property Management (pages 15-17)
- ⇒ Records Closeout (pages 18-19)

"Alone we can do so little; together we can do so much."

Helen Keller

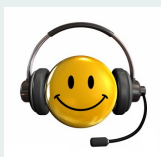
FINANCE SECTION CHIEF CALLS

Finance Section Chief calls will be held bi-weekly on Tuesday and Friday at 1100 (Mtn). Calls will be held June through September as long as there is activity within the Great Basin. Calls may be more frequent depending on fire activity and team mobilization.

877-960-9556

5456022#

A call template was created for these calls. It can be found on the GBIBC webpage under the Miscellaneous section. FSCs should be familiar with the template and incident agencies should include it as part of the IMT finance in-brief.



WHO YOU GONNA CALL?

Do you know who your Great Basin Incident Business Committee representative is? The complete list and contact information can be found at: https://gacc.nifc.gov/gbcc/admin/IBCdocs/GBIBC_Contacts2-26-19.pdf

BIA—Darren Nutter (Chair)
 BLM Idaho—Billie Hopkins
 BLM Nevada—Brenda DeBerg
 BLM Utah—Karren Haslam
 FS Region 4—Marylea Lockard
 FWS—Veronika Klukas
 NPS—Maria Mackie
 State of Idaho—Wendy Walter
 State of Nevada—Mary Wells
 State of Utah—Ben Huntsman

Recorder—Susan Brown
 GB Coordinating Group—Jessica Wade
 Great Basin Contracting Officers—Tonya Campbell
 Buying Team Coordinator—Sierra Hellstrom
 Great Basin Operations—Eric Fransted
 Great Basin Dispatchers - Jill Leguineche/Lisa Walker
 GB Fire Contract Equipment - Cathy Baird
 GB Training - Cindy Savoie



DOI AD PAY PLAN CHANGES*

Changed references from IIBMH to SIIBM

E.5: Added language stating federal retirees who have received Separation Incentive Payments should check with their local Human Resources Office to ensure AD payroll will not be subject to any type of repayment if they are rehired within 5 years of leaving federal service.

E.14.d: Added clarifying language that the 8-hour guarantee is not applicable to the first and last day of work or to the first and last day of travel.

Incident Position Matrix Changes:

- Changed the position code THSP to AITS for Air Tactical Supervisor (attached to ASM1)
- Removed CMSY (Commissary Manager)
- Combined HEB1 and HEB2 into HEBM (AD-I)

Added the following positions to the Incident Position Matrix

- DRVA, Driver-Class A CDL (AD-E)
- DRVb, Driver-Class B CDL (AD-E)
- UASD, UAS Data Specialist (AD-H)
- UASM, UAS Manager (AD-I)
- UASL, UAS Module Leader (AD-I)

*NOTE: At the time this newsletter was published the FS AD Pay Plan had not been issued for 2019.



SERVICE ANIMALS

The NWCG IB Committee has provided guidance for Service Animals on Incident. A link to the guidance can be found on the GBIBC webpage.



*2. Can only AD employees
use the Sample Travel
Reimbursement
Worksheet?*

*See last page of the
newsletter for the answer.*

TRAVEL CHANGES

The only change to the Travel section of the GBIBC webpage was an update to the Sample Travel Reimbursement Spreadsheet. The most recent per diem rates were inserted into the second worksheet and replaced the 2018 rates.

GREAT BASIN ATTACHMENT TO FORM OF-289 (PROPERTY LOSS OR DAMAGE)

This form has been revised to remove the Finance Section Chief portion. The additional recommendation was extraneous to the final approval/disapproval. In cases where the FSC has been given the authority to settle some or all property loss and damage claims, the FSC will sign in the Incident Agency Representative portion of the form. FSCs and Claims personnel should ensure they have the 2019 version of the form for this season. It can be found on the GBIBC website in the Claims section.



3. Can tires on rental vehicles be replaced?

See last page of the newsletter for the answer.



GB TIRE REPLACEMENT GUIDANCE AND TIRE ORDER FORM

New Form!!!



At the request of the Great Basin Coordinating Group and Operations Committee, the GBIBC was tasked with putting out guidance on when and how tires would be replaced on incidents. After many reviews and revisions, a final product has been released. In addition, a GB Tire Order Form was also created that will assist those who will be ordering/paying for those tires to obtain the vehicle and tire description. This will allow for the proper size and type of tire for the vehicle. Note that the form instructs the vendor to only provide tires that are 3 years and newer. Both the guidance document and the order form can be found on the GBIBC website under the Claims section. Finance and Logistics personnel should have the form available for use beginning in the 2019 fire season. Buying Team personnel are also encouraged to have the form readily available.

JUSTIFICATION FOR AIR/GROUND EVACUATION OF EMPLOYEES

New Form!!!

In an effort to assist employees who require air/ground evacuation documentation for work-related injury/illness claims, one of the Great Basin Incident Management Teams created a form last fire season. While the form does not guarantee any type of acceptance or approval of employee claims, the IMT and the GBIBC felt the documentation on the form would assist in determining why the agencies involved chose the evacuation method and the severity of the emergency when that decision was made.

As agency representatives, we want to ensure that employees are provided the most accurate information involving the situation.

Incident Management Teams are encouraged to download the form, become familiar with the process involved, and have them available for use.



*“COMING TOGETHER is the beginning.
KEEPING TOGETHER is progress.
WORKING TOGETHER is success.”*

HENRY FORD

WHO DO I CONTACT IF I HAVE AN ISSUE WITH A GB-ISSUED EQUIPMENT AGREEMENT OR NATIONAL AGREEMENT???

Contracting Officer	Equipment	Email	Phone
Tonya Campbell *POC until 6/30/19	Engine Heavy Equipment Mechanic w/Service Truck Potable/Gray Water Truck/Trailer Mounted HandWash Station Sleeper Unit Tactical/Support Water Tenders Tent	tonya.campbell@usda.gov	801-625-5811
Sierra Hellstrom **POC until 6/30/19	Chipper Faller Refrigerated Truck/Trailer Weed Washing Unit	sierra.hellstrom@usda.gov	801-625-5764
Judy Martin	Fuel Tender* Misc. Heavy Equipment** Heavy Equipment w/Water* Vehicle w/Driver**	judy.martin@usda.gov	208-557-5841
Bryce Pitchford	Crew Carrier Bus	bryce.pitchford@usda.gov	208-387-5231
Chris Cox	Trailer (Communications, Clerical, GIS, and Helicopter Operations Support)	christopher.cox@usda.gov	208-387-5602
Cathy Baird	Interagency Fire Contract Administrator	cathy.baird@usda.gov	208-373-4126 C-208-866-7291

NERV....WHAT IS IT?



NERV stands for National Emergency Rental Vehicle. This Blanket Purchase Agreement (BPA) was awarded to Enterprise Holdings on 6/14/18. The Great Basin will be utilizing this agreement for rental vehicles beginning 5/1/19. The reservation process is different than the previous GB BPA. Users should be familiar with the NERV website (<https://sites.google.com/a/firenet.gov/nerv/>) and the GB SOP, which can be found on both the NERV website and the GBIBC website.

Questions concerning the NERV reservation system should be referred to NERV personnel at 505-563-7860 or NERV@fs.fed.us.



New Rental Car Reservation Process!!!

GB BUYING TEAM UPDATE

The GB Buying Teams have been selected! The GB will sponsor 1 national team and 4 geographic teams again for 2019. The geographic teams will become available June 1. The national team will become available on July 1. The team leaders are:

- * Team 1 (National)—Brian Wharton
- * Team 2 (Geographic) - Charlene Haycock
- * Team 3 (Geographic) - Bryce Pitchford
- * Team 4 (Geographic) - Tonya Campbell

These teams are great assets to the Great Basin and provide prompt and professional services to incidents. If you host one of the buying teams this fire season, be sure to give them your support and let them know how valuable they are to the fire organization!

The GBIBC would like to remind you that if you host a buying team, be sure to provide the leader with a Delegation of Authority upon arrival and a performance evaluation upon release from the incident. The performance evaluation form is available on the GBIBC website.

Also, the GBIBC would like to give a big shout out to Sierra Hellstrom who has served as the Buying Team Coordinator for the past 6 years. She has done an excellent job performing in this capacity. The Buying Team Coordinator plays a critical role to the GBIBC in recruitment, coordination and communication with the buying teams. The Buying Team Coordinator position will be re-advertised this fall so if you are

4. Are employee claims settled at the incident?

See last page of newsletter for the answer.



ATV/UTV UPDATES

Updated Forms!!!



Minor changes were made to the GB ATV/UTV procedures for 2019. Due to DOI policies regarding ATVs, restrictions have been added to the ATV/UTV Use Request and Authorization Form and the option of renting ATVs was removed from the Order Form. Be sure to use the most current forms that are available on the GBIBC website.

- ⇒ ATVs may not be rented on DOI jurisdictional fires
- ⇒ DOI employees may not operate incident-approved ATVs

The GBIBC would like to remind incidents that high performance UTV models must be approved by the Agency Administrator.

Be sure that ALL rented equipment is marked/identified with the appropriate resource order number. Marking should be such that it does not damage the machine or its components (i.e., care should be taken when marking on painted/plastic components). Marking should be easily removable upon release.

Performance Evaluations

The GBIBC would like to remind you of the importance of honest and open performance evaluations, as well as the importance of completing those evaluations. The following should be provided a performance evaluation while on the incident:

- 1) **VIPR Contractors**—Provide the evaluation forms to the incident supervisor PRIOR to the scheduled release date. (Note: Finance sections could assist by completing the “header” information of the evaluation form and providing it to the incident supervisor.) The contractor should be given a copy and the original mailed to the appropriate Contracting Officer. A copy should also be kept in the Finance records.
- 2) **Trainees—Trainers** should periodically review task book evaluation items and performance with trainees and provide advice on completion status or provide recommendations on how those items may be successfully met. Trainers should not feel compelled to sign off task books where the trainee is not performing at the fully successful level. At the conclusion of the trainee’s assignment, the trainer and trainee should review the task book and performance evaluation together in order to discuss the task book status and performance of the trainee on the incident. If a Training Specialist is present on the incident, trainers should ensure the trainee has checked in with them.
- 3) **Finance Sections**—Incident agencies shall provide a performance evaluation for IMT Finance Sections within 60 days after the Finance Section has been released. Refer to the GB Chapter 40 Supplement for additional information . The GB Finance Performance Evaluation form can be found on the GBIBC website. Refer to the last page of the evaluation form for distribution instructions.
- 4) **Buying Teams**—Provide the Buying Team Leader a performance evaluation prior to release from the incident. Refer to the GB Chapter 40 Supplement for additional information on release/transition of buying teams. The GB Buying Team Performance Evaluation form can be found on the GBIBC website. Refer to the bottom of the evaluation form for distribution instructions.
- 5) **Incident Business Advisors (INBA)** - Provide the INBA with a performance evaluation prior to release form the incident. The performance evaluations can be found on page 16 of the Incident Business Advisor Field Guide Reference document

STATE INCIDENT BUSINESS REPRESENTATIVES

Alabama	Marti Davis	334-240-9332	marti.davis@forestry.alabama.gov
Alaska	Beth Cender	907-451-2663	beth.cender@alaska.gov
Arizona	Shannon Kelly	928-637-0540	skelly@dfm.az.gov
Arkansas	Kevin Kilcrease	870-308-1432	jerry.kilcrease@agriculture.arkansas.gov
California	Tom Lutzenberger	916-653-6630	Tom.Lutzenberger@fire.ca.gov
Colorado	Erin Claussen	720-544-2262	erin.claussen@state.co.us
Connecticut	Helen Hochholzer	860-424-3630	helene.hochholzer@ct.gov
Delaware	Kyle Hoyd	302-698-4548	kyle.hoyd@delaware.gov
Florida	Susan Beasley	850-681-5817	susan.beasley@freshfromflorida.com
Georgia	Michele Gray	478-751-3466	mgray@gfc.state.ga.us
Hawaii	Dietra Myers Tremblay	808-587-4186	dietra.myerstremblay@hawaii.gov
Idaho	Wendy Walter	208-666-8648	wwalter@idl.idaho.gov
Illinois	Tom Wilson	618-498-1627	tom.wilson@illinois.gov
Indiana	Darren Bridges	765-342-4701	dbridges@dnr.in.gov
Iowa	Gail Kantak	515-233-8067 ext 1	gail.kantak@dnr.iowa.gov
Kansas	Aimee Hawkes	785-532-3302	aimeeh2@ksu.edu
Kentucky	Michael Froelich	502-782-7159	michael.froelich@ky.gov
Louisiana	Bret Lane	225-925-450	bret_l@ldaf.state.la.us
Maine	Robby Gross	207-463-2331	robby.gross@maine.gov
Maryland	Monte Mitchell	410-260-8503	monte.mitchell@maryland.gov
Massachusetts	Dave Celino		david.celino@state.ma.us
Michigan	Lisa Parker	517-284-5883	parkerl@michigan.gov
Minnesota	Larry Himanga	651-259-5277	larry.himanga@state.mn.us
Mississippi	Robin Lackey	601-359-2834	rlackey@mfc.state.ms.us
Missouri	Ben Webster	573-522-4115 ext 3113	ben.webster@mdc.mo.gov
Montana	Wanemah Hulett	406-542-4230	whulett@mt.gov
Nebraska	Matt Holte	402-475-6060	mholte2@unl.edu
Nevada	Mary Wells	775-684-2516	mwells@forestry.nv.gov
New Hampshire	Steve Sherman	603-271-2214	steven.sherman@dnr.nh.gov
New Jersey	Stephen Maurer	609-984-3851	stephen.maurer@dep.nj.gov
New Mexico	Francine Cordova	505-476-3312	francine.cordova@state.nm.us
New York	Sarah Geesler	518-402-8839	sarah.geesler@dec.ny.gov
North Carolina	Craig Clarke	919-857-4820	craig.clarke@ncagr.gov
North Dakota	Loretta Forsberg	701-228-5486	loretta.forsberg@ndsu.edu
Ohio	Greg Guess	614-265-6702	greg.guess@dnr.state.oh.us
Oklahoma	Darlene Bolser	405-522-6151	darlene.bolser@ag.ok.gov
Oregon	Stacy Miller	503-945-7243	stacy.miller@oregon.gov
Pennsylvania	Mike Kern	717-783-7957	mikern@pa.gov
Rhode Island	Olney Knight	401-539-2356	olney.knight@dem.ri.gov
South Carolina	Cathy Nordeen	803-896-8865	cnordeen@scfc.gov
South Dakota	Brenda Even	605-393-8115	brenda.even@state.sd.us
Tennessee	Wade Waters	615-761-7819	wade.waters@tn.gov
Texas	Kelly Reeves	936-639-8180	kreeves@tfs.tamu.edu
Utah	Ben Huntsman	801-538-5413	benhuntsman@utah.gov
Vermont	Lars Lund	802-777-4188	lars.lund@vermont.gov
Virgin Islands	Charmaine Hewlett	340-773-8050	charmaine@hewlett@vifs.vi.gov
Virginia	John Miller	434-220-9023	john.miller@dof.virginia.gov
Washington	Jody Barnes	360-902-1708	jodi.barnes@dnr.wa.gov
West Virginia	Walt Jackson	304-558-2788	walt.g.jackson@wv.gov
Wisconsin	Chad Gottbeut	715-346-1101	chad.gottbeut@wisconsin.gov
Wyoming	Shielah Esterholdt	307-777-7060	shielah.esterholdt@wyo.gov

NEW DOCUMENTS/WEB LINKS	UPDATED DOCUMENTS
* Justification for Air/Ground Evacuation of Employee	* Great Basin Supplements including Cost Calculator
* GB Tire Replacement Guidance	* Operating Guidelines
* GB Tire Replacement Order Form	* GBIBC Contacts
* GB NERV SOP	* State IB Contacts
* Interagency Buying Team Guide	* DOI AD Pay Plan
* Guide to Service Animals on Incidents	* Sample Travel Reimbursement Spreadsheet
* GB Incident Finance Call Template	* OF-289, Property Loss or Damage Report with GB Attachment
* Utah State Incident Business	* Contracting Officer Contacts for Fire Solicitations
	* Land Use Agreement Checklist
	* General Clauses to OF-294
	* GB ATV/UTV Request and Authorization Form
	* GB UTV Order Form
	* GB Agency Payment Toolkit
	* BLM Standards for Fire Business (Orange Book)

CHECK BACK FOR THESE UPDATES COMING SOON

USFS AD Pay Plan

USFS Payment Direction

GB OWCP Guide

GB Quick Guide to VIPR Clauses (NEW)

GB Buying Team Guide

FS Accrual Payment Guide



SIIBM Status for 2019

There will not be an update to the NWCG Standards for Interagency Incident Business Management (Yellow Book) for 2019

QUESTION ANSWERS

1. Yellow Book
2. No. It can be used by anyone to track travel reimbursements, including using it to track/document contractor reimbursements.
3. Yes—refer to the NERV website for additional information.
4. No. Employee claims are settled by the employee's home agency. Reference Chapter 70 of the SIIBM for